

**2015-2016 CAH GRADUATE STUDIES AND RESEARCH COMMITTEE MINUTES**  
**Friday, October 23, 2015, College of Arts & Humanities**  
**E-meeting**

**Attending (all were emailed):** M. Brenckle, S. French, L. Hepner, D. Jones, T. Thaxton, G. Vitanova, S. Warfield, K. Watson

**CC'ed in correspondence:** B. Clercx, H. Lopez, R. McDaniel, J. Moore, B. Noel, T. Philpotts, J. Sacher, M. Santana, M. Strawser, E. Wardle

Trisha Farmer emailed all committee members the following message:

“Hello all,

We received three items for the GS&R meeting scheduled for this Friday, October 23. Due to this, we are having an e-meeting! Please note that due to the e-meeting, a physical meeting will not take place.

The first two attachments are a CAR revision and syllabus from SPA-Music. The next item is an email from SPA-Theatre continuing two courses. Syllabi for both courses are attached. Minutes for the last GS&R committee e-meeting (10/2/15) are next. Lastly, the course agenda is attached.

All items can also be found at the CAH\_GS&R folder (which you all should be able to view). Please click the link to view the folder: \\net.ucf.edu\cah. You should be able to see the link to the GS&R folder. You all should have access to it on your work computers. Everyone has read-only capabilities and cannot access the server at home unless you're on the NET Domain and have access to VPN. However, you can save documents on your desktop and take them home to view. Normally, I will keep all the documents on the server and only send the course agenda. If you have problems locating the shared folders, please let me know. I can talk you through with what little knowledge I have or I can ask CAH Tech to help.

To Vote Electronically (For GS&R committee members only):

As with previous e-meetings, we “vote” electronically through Outlook. Click the “Vote” button in the “Respond” area at the top of the email; the “vote” button is located just to the left of the “Reply/Reply All” buttons:

Once you click the “Vote” button, please select “approve”, “reject”, “abstain”, or “approve with exceptions”. The system will then ask you to confirm your vote and if you have any additional comments.

Please note that when you use this feature you are voting on the entire agenda; so, if you approve some course items but do not approve others, you should select the “approve with exceptions” button and then explain the vote in the body of your e-ballot.

If you are accessing your email via webmail.ucf.edu, you will not have access to the voting buttons. In that case, please reply to this email with your e-vote decisions.

Please review the attached documents and then send me your electronic vote by Friday, October 23. If you have any questions or concerns, please let me know!

Thanks,  
Trisha”

**Course Review Agenda:**

*Course Action Revisions:*

School of Performing Arts - Music: MUN 5368L: Graduate Chamber Singers. Unanimously approved.

*Course Continuations:*

School of Performing Arts - Theatre: TPP 5264C: Circus Arts and TPP 6344: Musical Theatre Directing. Unanimously approved.

Next meeting is set for Friday, November 20, 2015 at 12:00 PM in CAH 192 unless otherwise specified.

s/ Trisha Farmer  
Secretary

Date Approved: 11/20/2015